

INSTRUCTIONS FOR COMPLETION OF DISTRICT COURT DISPUTE RESOLUTION REPORT FORM

The District Court's Dispute Resolution Report Form is intended primarily to be completed online, printed out, and, if desired, "saved" to the user's computer. It also may be printed out in blank and completed by hand or by typewriter.

Users will find "drop-down lists" in the fields for program name, court division, and reporting period (i.e., six-month or year-end report). Clicking on the appropriate name, court or reporting period will automatically fill in the information in the particular field. Other information should be typed in where indicated.

Please remember that these reports are intended to be *cumulative* from the beginning of the reporting year to its end. This means that no total on your year-end report should be less than any number on the six-month report. In other words, if 25 cases engaged in mediation¹ during the first six months of the reporting year, and 50 cases participated in the second six months of the year, then the year-end report should list 75 (not 50) cases.

You may use the **tab function** to move easily from field to field. You may also turn the field highlighting on or off by clicking on the "Highlight Fields" button at the top right corner of the screen. You should *never* click on, or enter data into a "totals" field (e.g., Line 9, 16 or 50). The program will automatically enter all of the totals. When you have finished entering all data, Line 50 should always equal Line 1. If it does not, this indicates that there has been an error in the information entered elsewhere on the form.

If you wish to **save the form**, which you must do if you intend to e-mail it, there are two ways to do this.

1. Working and saving from the website. You may save either the blank template or the completed form (after having entered your information on it) from the website to your hard drive by clicking the button indicated in the screen shot below. If you would like to save a report on which you have entered data, you must save it by a different name. Otherwise, the next time you open the file, it will be blank.

¹For purposes of these instructions, the word "mediation" should be read broadly to include any form of court-connected alternative dispute resolution service unless otherwise indicated.

Dispute Resolution Program Report

Trial Court of Massachusetts District Court Department

COURT DIVISION: [Dropdown]

Program Name: [Text Field]

Reporting Period: [Dropdown] 6 Months Due on 1/31 [Dropdown] 12 Months Due on 8/31

SECTION I. TOTAL ADR CASES: Number of all cases processed by program during the reporting period for all case types.

Line 1. [Text Field] Total number of ADR cases

SECTION II. ADR CASES BY REFERRAL SOURCE: Number of ADR cases processed per the referral source of the case.

Line 2. [Text Field] Judge

Line 3. [Text Field] Clerk/Assistant Clerk

Line 4. [Text Field] Local ADR Coordinator

Line 5. [Text Field] Self (i.e., Party and/or Attorney)

Line 6. [Text Field] Other Court Personnel (Specify:)

Line 7. [Text Field] ADR Program Screener

Line 8. [Text Field] Unknown

Line 9. [Text Field] **TOTAL ADR CASES BY SOURCE**
(Lines 2 - 8 total; Line 9 must equal Line 1.)

2. Working and saving from a stored file. If you are working from a file already stored from the website on your hard drive and you wish to save a completed report, you must save it by a different name, using the “save as” function in order to avoid overwriting the original file. The best approach would be to open the file and to *immediately* use the “save as” function to rename the document. The original file then will remain unchanged.

PLEASE NOTE: If you use the drop-down list to indicate the Reporting Period near the top of the form and make a mistake by clicking on the wrong choice (most likely by having clicked a choice under “6 Months” instead of “12 Months,” or vice versa), you will not be able to change it back to a blank field. Instead, please use the choice that has only an asterisk, and then enter the correct information under the appropriate heading.

In Section I, “TOTAL ADR CASES,” enter the total number of cases in which participants actually engaged in mediation. Please do not include cases, referrals or screenings that did not result in mediation. As you will see, this number must be repeated in the sections that follow, on Line 9, Line 16, Line 34, and Line 50.

In Section II, “ADR CASES BY REFERRAL SOURCE,” please provide a breakdown of the source of the referrals to mediation.

In Section III, “ADR CASES BY EVENT,” please provide a breakdown of the court “event,” or stage, at which mediation occurred. In most District Court cases (usually small claims or summary process), this most often will be the trial date.

In Section IV, “ADR CASES BY CASE TYPE,” please indicate the number of mediations conducted per case type.

Section V, “ADR OUTCOMES BY ADR PROCESS PROVIDED” calls for case settlement information, broken down by ADR Process. In most instances, all of the information will be listed in Lines 35 - 39, since most District Court approved programs only engage in mediation for court-connected cases. For those programs that engage in conciliation, Lines 40 - 44 may be used to indicate the number of conciliated cases. Although at present there are no District Court approved programs providing any other type of ADR process, Lines 45-49 have been reserved for this possibility. Line 50 will automatically show the total number of “outcomes.”

Section VI, “COMPLAINTS RECEIVED,” calls for information regarding any complaints received by programs.

To complete the form, the Program Director or other representative’s name should be typed into the specified field. Then, by clicking in the middle of the “date” field, a drop-down list will allow you to indicate the date that the report is being submitted.

Clicking the hyperlink at the bottom of the form will take the user to the Trial Court’s home page on the Internet. New copies of the form and these instructions may be obtained directly from the District Court’s website at either of the following two addresses:

<http://www.mass.gov/courts/courtsandjudges/courts/districtcourt/forms.html> or
<http://www.mass.gov/courts/courtsandjudges/courts/districtcourt/adr.html>.